



Montgomery County Maryland
Department of Permitting Services

Division of
Land Development
Services

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Right of Way Permitting and Plan Review Section

RECORD PLAT REVIEW CHECKLIST

Project Name: _____

Engineer/Phone No. _____

DPS Project No. _____

Address _____

MNCPPC Plat No: _____

Preliminary Plan No: _____

Assigned/Phone No. _____

Plat Type:

☐ Standard

☐ Minor

☐ Other (waivers, etc.)

☐ Expedite

Submittal Date

Review Date

Initial

Other Concerns:

☐ Well & Septic ☐ PIA

☐ Floodplain ☐ Permit & Bond

Design Acceptable

Date

Legend:

? Complete

INC Incomplete/Incorrect

NA Not Applicable

This checklist has been designed to provide specific instruction to surveyors. All items are expected to be addressed in the first submittal. Failure to do so will result in a less than full first review. If any items marked with an asterisk (*) are not addressed, no further review of the first submittal will be made. The plan will be returned to the engineer for completion and will have to be resubmitted for a new first review.

TO THE SURVEYOR:

Your submission for Record Plat approval has been reviewed. The review was made based on the items shown on this checklist. **Please return the checklist and Record Plat comment sheets with your resubmittal.** If you do not address a checklist item, including comments on the Record Plat plan sheets, explain your reasoning in your transmittal letter.

SUPPORTING INFORMATION

* _____ Transmittal specifically explaining purpose of submission.

* _____ If requesting expedited service, attach letter explaining request and check box located above in Plat Type area.

* _____ Copy of completed MNCP&PC Record Plat Application

* _____ Copy of completed MCDEP Record Plat Information Form

* _____ Copy of approved Preliminary Plan (if applicable)

* _____ Copy of MCDPW&T Preliminary Plan approval letter.

CHECKLIST FOR RECORD PLATS

- ____ ____ ____ Two copies of Public Improvements Agreement documents (if applicable)
- ____ ____ ____ DPW&T approved storm drain study (if applicable).

GENERAL PLAT ITEMS

- * ____ ____ ____ Lots, Blocks, Parcels, Etc. listed
- * ____ ____ ____ Subdivision Name and Section as approved by MNCP&PC
- * ____ ____ ____ Election District and/or Municipality
- * ____ ____ ____ County and State
- * ____ ____ ____ Scale
- ____ ____ ____ Date Completed
- * ____ ____ ____ Name of Registered Land Surveyor/Engineer with Address and Phone
- * ____ ____ ____ MNCP&PC Planning Board Approval Block
- * ____ ____ ____ MCDPS Approval Block
- ____ ____ ____ Recordation Block (Recorded Date, Plat Book, Plat No.)
- ____ ____ ____ Owner's Certificate
- ____ ____ ____ Surveyors Certificate
- ____ ____ ____ Vicinity Map
- ____ ____ ____ North Arrow

SUBDIVISION PLAN DRAWING

- ____ ____ ____ Property boundary lines
- ____ ____ ____ Exact locations and widths noted of all streets, alleys and crosswalks within the subdivision
- ____ ____ ____ Name(s) of all streets shown
- ____ ____ ____ All metes and bounds (bearings and distances) of property being platted including all curve data (length of radii, arcs, chord bearing and distances and central angles) shown. Curve data must be shown in a curve table.
- ____ ____ ____ Area of each lot, outlot, parcel or other unit shown.
- ____ ____ ____ All existing recorded easements established or rights-of-way provided for public services, conservation purposes, or utilities within the subdivision and any limitations of such easements. Show recordation reference(s).
- ____ ____ ____ All proposed easements or rights-of-way to be established by the plat and as to each such encumbrance the general purpose, the grantee and sufficient dimensions to identify the location.
- ____ ____ ____ Public Utility Easements
- ____ ____ ____ Slope easements noted (if required)
- ____ ____ ____ Septic easements – show 20 foot septic building restriction line (20' SBRL)
- ____ ____ ____ Well location(s) (if applicable showing 100 foot radius)

CHECKLIST FOR RECORD PLATS

- ____ ____ ____ The most restrictive conservation easement must be shown and described and all other conservation easements MUST be shown, without limitation, 100-year floodplain, 100-year floodplain building restriction line (BRL), and forest conservation easement.
- ____ ____ ____ Accurate outlines of common use areas with purposes shown.
- ____ ____ ____ Plats must reference Maryland Coordinate System unless specified as follows:
 - ____ ____ ____ Plat of resubdivision or correction any reference Plat Meridian
 - ____ ____ ____ Plats involving no more than 2 lots may reference Deed Meridian in accordance with code
 - ____ ____ ____ Where preliminary plans of subdivision were approved prior to the expiration of six months after the affected date of subdivision regulation amendment (June 29, 1998) plats may reference either Washington Suburban Sanitary Commission or Maryland Coordinate System.
- ____ ____ ____ Maryland State Plane Coordinate System or Washington Suburban Sanitary Commission grid lines around plat borders with coordinate values shown (3 minimum).
- ____ ____ ____ Coordinates of property line monuments shown and clearly labeled (3 minimum. Note: 4 coordinates required if not using grid lines).
- ____ ____ ____ Show and identify locations of existing survey property corner markers that coincide with the proposed plat
- ____ ____ ____ Names and locations of adjoining subdivisions with their lot/parcel and block numbers along with associated plat references.
- ____ ____ ____ Location and ownership of adjoining unsubdivided properties along with Liber/Folio reference
- ____ ____ ____ PIA line on plat near or within DPS signature block for DPS staff to note applicable PIA reference number.

NOTES AND MISCELLANEOUS

- ____ ____ ____ Notes as to Public/Private Water & Sewer service.
- ____ ____ ____ Provide notes referencing approved floodplain study
- ____ ____ ____ Notes concerning pertinent covenant recordings
- ____ ____ ____ Notes referencing approved preliminary plan for well and septic concerns including maximum number of bedrooms allowed for lots.
- ____ ____ ____ Zoning notes including specific zone of the property and density limits for TDR properties as per code
- ____ ____ ____ Tax Map reference
- ____ ____ ____ Plat signed by MNCPPC Planning Board Chairman and Secretary – Treasurer.
- ____ ____ ____ Public Improvements Easement documents recorded and referenced on plat (if applicable).
- ____ ____ ____ Declaration of Covenants for Open Space / Private Storm Drainage recorded and referenced on plat (if applicable).
- ____ ____ ____ Declaration of Covenants for Road Construction recorded and referenced on plat (if applicable).

ADDITIONAL REQUIREMENTS:

COMMENTS
